About

The Sustainability Fund Committee (SFC), housed under Associated Students of Claremont McKenna College’s (ASCMC) Environmental Affairs Committee (EAC), will award grants to student campus sustainability projects in amounts up to $2,000 through a competitive Request for Proposal (RFP) process. The Fund will be sponsored by a $5,000 grant from the President’s Fund at the Roberts Environmental Center (REC). The RFP process will open at the beginning of the fall and spring semesters and will close after one month. Awardees will be announced at least one month after the RFP process has closed. Projects that receive a grant in the fall semester will be able to extend through the remainder of the fall semester and the entire spring semester. Projects that receive grant in the spring semester will only be able to extend through the remainder of the spring semester. While projects are being implemented, awardees will be required to provide updates to SFC every other week.

Purpose

The purpose of the Fund is to provide grants for projects that improve the environmental sustainability of Claremont McKenna College (CMC). These grants allow students to pursue innovative and entrepreneurial ventures at CMC that increase sustainability and environmental awareness, and have the potential to yield positive returns on investment.

Project Eligibility

Those eligible for funding include all students enrolled at CMC. This does not include students studying abroad or doing other internship programs far away from the campus.

Criteria for Securing a Grant

In additional to meeting project eligibility, applicants must focus their projects on increasing the sustainability of CMC’s operations or infrastructure by doing one or more of the following:

- Reducing the use of electricity, carbon based emissions, and water;
- Mitigating pre- and post- consumer food waste;
- Facilitating positive effects on the financial stability of the College, particularly with an understanding of future implications of the project;
● Integrating environmental, social, and economic concerns;
● Promoting collaboration among a variety of stakeholders;
● Improving the health of the natural environment with understanding of local and global ramifications of the project; or
● Educating the campus community.

Projects meeting these requirements could include, but are not limited to, the following:
● Increasing the use of onsite renewable energy;
● Reducing the amount of materials used by the College;
● Accounting for life cycle costing of procured materials with a focus on environmental responsibility from cradle to grave;
● Coordinating sustainability efforts among different campus entities;
● Reducing the energy and or water footprint of the College;
● Improving the waste diversion rate of the College;
● Improving the endurance of campus infrastructure and assets;
● Responsibly managing resources both in the natural and built environment;
● Supporting biological diversity;
● Improving the quality of life of the College community through environmental improvements;
● Improving innovative sustainable grounds or agricultural practices;
● Building green structures; and
● Developing tools to assess sustainability on campus.

Applicants are strongly encouraged to consider the CMC’s 2010 Climate Action Implementation Plan and Sustainability Webpage.

Out of Scope:
● Funding will not be granted to projects focused solely on education and improving the sustainability of other colleges. Funding will not be granted to projects focused on off campus improvements.

Application Process
● SFC allocates grants to three types of RFPs:
  1) Implementation grants fund programs and projects that are already successful or have quantifiable outcomes, such as improving existing or new physical structures with LED light bulbs;
  2) Innovation grants fund programs and projects that may be difficult to quantify, but demonstrate promise, such as new programs and initiatives that create new sustainability-based employment opportunities; and
  3) Projects that are a combination of implementation and innovation.
● Projects must assess the impact on the college community, with a plan for continued monitoring and successful operations into the future. Where applicable, a proposal should include letters of commitment from all major partners both on and off campus. A partner is
considered major where the planning, implementation, or continued success of the project depend on the partner’s support.

- SFC is interested in supporting projects that demonstrate a robust and collaborative network. Partnerships among multiple programs, departments, and offices will add to the overall sustainability of the proposed projects and programs, adding value and commitment to the project.

Applications must:
- Identify the applicant’s name and project name
- Describe the entity’s (person, club, etc.) role in the project
- Identify the other students who will be involved in carrying out the project
- Identify the amount of staff time and other resources it intends to commit to the project

Example implementation project RFP:
- Title of project: e.g. “Expansion of CFL light bulb program”
- Name(s) and Class year(s) of applicant(s):
- Contact information (email and phone):
- Project Duration and Timetable: Duration is limited to a maximum of two semesters (not including semester grant was administered). List start and end dates of the project.
- Problem: Describe the problem the project will fix – e.g. “Most people use incandescent light bulbs in their dorm rooms. These bulbs use significantly more energy than CFL bulbs (support with data if relevant).”
- Proposed project: Describe your project in detail, and discuss how it will mitigate the problem described above. E.g. “This project would purchase an additional 100 bulbs for the current CFL program. Expanding the program will allow for more people to receive bulbs, thus reducing the College’s overall energy use and environmental impact.”
- Implementation of the program: Who is responsible? Who needs to be involved?
- Awareness and education: If relevant, describe any educational or awareness-raising efforts that will go along with this project. E.g. “Flyers, Digester messages and signage will alert people to the availability of more light bulbs and how they can check them out.”
- Budget: Detail the budgetary requirements of your proposed project, indicating both unit and total cost for items purchased (e.g. “100 light bulbs at $5.00 each, for a total of $500”). Include tax, shipping, and installation costs where relevant. If you’re going to make flyers or outreach materials along with your project, make sure to include prices for those elements as well.
- Future savings and returns: It is necessary to include the environmental, social, and financial savings and returns for the College. It can be helpful for you to describe these, even if you do not know specific numbers. E.g. “100 more CFL bulbs on campus will reduce our annual energy use by 2,000 kWh, which equates to a cost of approximately $300.” The Sustainability Coordinator can also help you determine numbers, where available.
Next Steps if You Receive a Grant

- Meet with the Sustainability Coordinator to thoroughly discuss the purchase of the equipment stated in the budget.
- Submit purchase requests to the Sustainability Coordinator, and the Sustainability Coordinator will review the requests and use his or her “purchase card” to buy the equipment.
- Closely adhere to the Purchase Policy of the College.
- Always submit this Check-in Form to SFC every other week, at least one day prior to the meeting with SFC.

Next Steps if You Receive Partial Funding

- If there is a project that SFC is only able to partially fund because of insufficient funds, SFC reserves the right to fund in part. In the case that a project is partially funded, the partial awardee(s) will have the opportunity to apply for funding next semester.
- The partial awardee(s) can choose to reject this offer and wait until the next semester.
- The partial awardee(s) will not be given preference over other RFPs for the upcoming semester.

Next Steps if You do not Receive a Grant, but Wish to Resubmit your RFP

- Thoroughly consider the RFP vetting statement you receive via email.
- Discuss and implement changes with your team that address the critiques in the RFP vetting statement.
- Set up a meeting with the EAC Chair or Sustainability Coordinator to get feedback on your changes.
- Resubmit your RFP next semester.

Whom can I contact for more information?

- SFC is always eager for your feedback and inquiries. Please do not hesitate to contact us with your comments and questions!

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